

**POLICY 5.3
Surrender &
Retention**

Ratified at Board Meeting	24 November 2022
Next Review Due	2025

RATIONALE:

All schools are required to provide a safe physical and emotional environment for employees, students and visitors.

PURPOSE:

To ensure that the Board complies in full with legislative requirements relating to surrender and retention and that a safe physical and emotional environment is provided for students and staff.

GUIDELINES:

1. The Board, through the Principal and Senior Leaders (or persons acting in these roles), will ensure that potential or possible harmful situations are identified and addressed. This policy deals with any item that is:
 - Likely to endanger the safety of others
 - Likely to detrimentally affect the learning environment
 - Harmful (poses an immediate threat to the physical or emotional safety of self or others)
2. The Board, through the Principal and Senior Leaders (or persons acting in these roles), will ensure that the College acts reasonably, in good faith and in the least intrusive manner to achieve a safe environment.
3. The Board expects the Principal and Senior Leaders (or persons acting in these roles) to exercise good judgement based on what is reasonable in the circumstances.
4. The Board will adhere to the Ministry of Education guidelines and procedures relating to the surrender and retention of property and searches of students.
5. The Board will ensure that staff are provided with opportunities for training in the understanding and operation of this Policy.

LEGISLATIVE COMPLIANCE:

[Ministry of Education Guidelines for the Surrender and Retention of Property and Searches](#)
[Education and Training Act 2020: Section 106](#)



Summary Chart

Surrender & retention of property and searches

